



**NATIONAL HIGHWAY INSTITUTE**  
*Training Solutions for Transportation Excellence*

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January 2004

Dear Customers and Colleagues:

The United States transportation system is critical to the continued growth of the U.S. economy and the American way of life. With transportation demand growing faster than available resources, the transportation community is faced with a major challenge of meeting the needs of the traveling public in a changing environment. Since 1990, the U.S. population has increased by 32 million to 276 million and is expected to be 300 million by 2020. Vehicle miles traveled are growing twice as fast as the population, raising new challenges and issues relating to highway capacity, congestion, land use, and resource utilization. An aging population with a rapidly growing number of drivers over the age of 65 will also require innovations in roadway design and safety. At the same time, as much as 50 percent of the transportation workforce is expected to retire in the next decade, taking with them years of experience that will be difficult to replace.

The increasing transportation demand, an aging workforce and the continuing need for transportation policy and programs that ensure the quality of the environment will require innovative approaches in the planning and management of the Nation's transportation enterprise. Without a skilled, technically competent workforce to effect policy changes and deliver technological innovation, our transportation system will be severely compromised. The National Highway Institute is working hard to help respond to the challenge of preparing the transportation workforce of the future. In order to provide training in a timely fashion, we are streamlining our course development and delivery process to reduce the time it takes from identification of the need for a new course to the actual delivery of the course to our customers.

We also have developed two new initiatives -- FasTrack and Web conferencing. FasTrack is a program for short courses that can be developed in compressed time frames. It will not be a substitute for the more comprehensive regular NHI courses, but will allow us to be more responsive to customer needs by delivering just-in-time information on policy, program and technology changes. We expect to work closely with the new FHWA Technical Service Teams in developing and managing the FasTrack program. Our web conferencing program will allow us to communicate to 70 sites for information programs of generally two hours or less. The short lead time to develop the information program and the ability to provide material in short time frames make web conferencing a valuable tool as a stand alone service or as part of a FasTrack or NHI course program.

Retooling our NHI course development program and initiating our new FasTrack and web conferencing services demonstrate our commitment to meeting our customer needs and making our contributions to closing the transportation demand-supply gap. We are optimistic that these efforts will build on an already successful NHI program that provided 560 training sessions to more than 13,600 participants this past year.

We look forward to another successful year and to working closely with our customers and partners to bring innovation to transportation through effective workforce development.

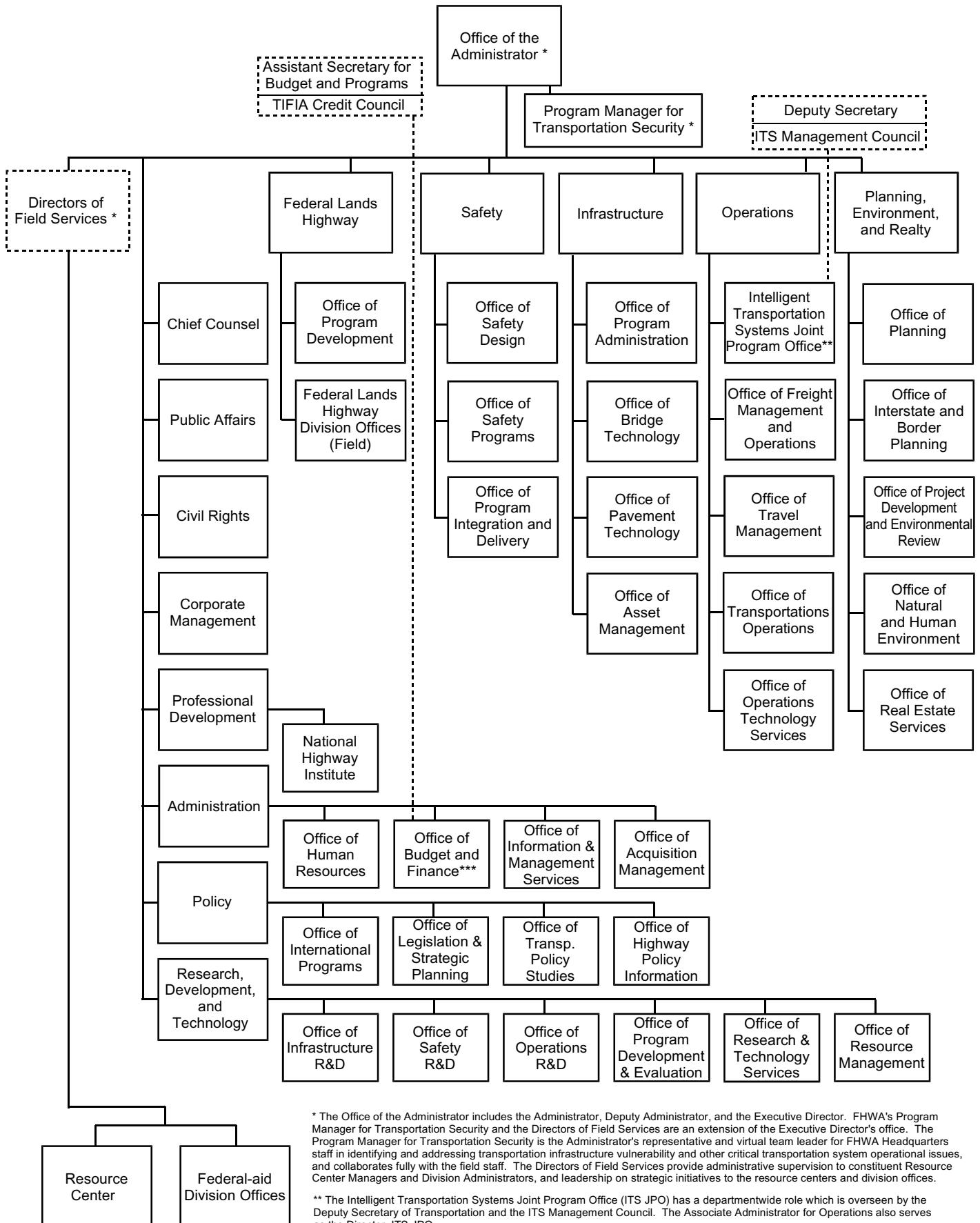
Sincerely,



Moges Ayele, Ph.D.  
Director  
National Highway Institute

# FEDERAL HIGHWAY ADMINISTRATION

Effective September 4, 2002



\* The Office of the Administrator includes the Administrator, Deputy Administrator, and the Executive Director. FHWA's Program Manager for Transportation Security and the Directors of Field Services are an extension of the Executive Director's office. The Program Manager for Transportation Security is the Administrator's representative and virtual team leader for FHWA Headquarters staff in identifying and addressing transportation infrastructure vulnerability and other critical transportation system operational issues, and collaborates fully with the field staff. The Directors of Field Services provide administrative supervision to constituent Resource Center Managers and Division Administrators, and leadership on strategic initiatives to the resource centers and division offices.

\*\* The Intelligent Transportation Systems Joint Program Office (ITS JPO) has a departmentwide role which is overseen by the Deputy Secretary of Transportation and the ITS Management Council. The Associate Administrator for Operations also serves as the Director, ITS JPO.

\*\*\* The Transportation Infrastructure Finance and Innovation Act Joint Program Office (TIFIA JPO), a multi-modal organizational element, is located in FHWA's Office of Budget and Finance. The TIFIA JPO has a departmentwide role which is overseen by the Assistant Secretary for Budget and Programs and the TIFIA Credit Council.



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*The FHWA Core Business Units, Support Offices and Resource Centers routinely provide a wide array of seminars, workshops and technical assistance to stakeholders upon request and as travel funds permit. Many of these are at no cost; others have a nominal fee, collected through NHI. The following is a listing of offerings currently available. Please contact the designated staff member for further information.*

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# NHI Training Courses





## Design and Traffic Operations

**Course Number:** 133005A**Course Title:** Highway Capacity and Quality of Flow

Fee	Length
\$400 Per Participant	3 Days (CEU: 1.8 Units)

**Class Size:** Minimum 20; Maximum 30

The hosting organization is responsible for providing computers with the following minimum requirements: 133 MHz Intel Pentium® II Processor or equivalent with 32 MB RAM, Windows 95 (SR-1) or NT 4.0 with Service Pack 6a, color monitors, 20 MB of available disk space. NOTE: Maximum of two participants per terminal.

**Description:**

This course provides basic instruction in the use of the 2000 Highway Capacity Manual (HCM). Software is employed in most of the capacity analyses performed in the course. Approximately one-half of the course is dedicated to sessions on interrupted flow facilities (i.e., signalized intersections, unsignalized intersections and arterials). The remainder of the course covers freeways, weaving sections, ramps, multilane, and two-lane rural facilities. The course includes lectures describing the procedures for performing capacity analyses on each type of highway facility. Demonstrations and hands-on application of the highway capacity software are used to solve example and workshop problems.

**Outcomes:** Upon completion of the course, participants will be able to:

- Explain facility characteristics and their limits as used in the HCM 2000 English.
- Explain analytical procedures and how to apply them.
- Use formulas by inputting data, reviewing and adjusting default values or adjusting factors, as necessary, for project and local conditions.
- Determine LOS from results.

**Target Audience:**

State, local, FHWA, contractors, and MPOs who design and analyze intersections, interface with freeways, deal with signal time issues, design and manage operations of urban streets, plan for type of intersections for future needs, work with system(s) monitoring and management of arterial systems; or who conduct operational analysis to determine needs of highway facility, estimate the level of service for new/proposed and existing operations, and manage freeway systems.

	Name	Phone	Email
Course Scheduling	Danielle Mathis-Lee	(703) 235-0528	<a href="mailto:danielle.mathis-lee@fhwa.dot.gov">danielle.mathis-lee@fhwa.dot.gov</a>
NHI Training Program Manager	Bud Cribbs	(703) 235-0526	<a href="mailto:bud.cribbs@fhwa.dot.gov">bud.cribbs@fhwa.dot.gov</a>
Technical Information	John Halkias	(202) 366-2183	<a href="mailto:john.halkias@fhwa.dot.gov">john.halkias@fhwa.dot.gov</a>

## Design and Traffic Operations

**Course Number:** 133010A**Course Title:** Computerized Traffic Signal Systems

Fee	Length
\$400 Per Participant	3 Days (CEU: 1.8 Units)

**Class Size:** Minimum 20; Maximum 30**Description:**

This course presents current technology and control options available for computerized traffic control, including microcomputer applications. The course covers the technical issues of a computerized traffic control system and steps necessary to develop and manage a system using the Systems Engineering process. These steps begin with establishing system requirements, followed by understanding and combining system elements, evaluating and selecting the system, installation, as well as operation, maintenance and continuing system evaluation.

**Outcomes:** Upon completion of the course, participants will be able to:

- Discuss and apply the Systems Engineering Process.
- Identify procedures for system feasibility and conceptual design.
- Identify signal system functional requirements and capabilities.
- Identify system components and configurations.
- Discuss signal timing and operational strategies.
- Identify system design documents and system implementation process.
- Identify operations, maintenance and performance evaluation elements.

**Target Audience:**

Traffic engineering personnel from State, Federal, and local agencies involved in the technical aspects of traffic engineering. The course will not assume any prior knowledge of computers and thus will describe the theory of operation and the manner in which it can be applied to traffic signal controls.

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Course Scheduling	Danielle Mathis-Lee	(703) 235-0528	<a href="mailto:danielle.mathis-lee@fhwa.dot.gov">danielle.mathis-lee@fhwa.dot.gov</a>
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## Design and Traffic Operations

**Course Number:** 133028A**Course Title:** Traffic Control Signalization and Software

Fee	Length
\$270 Per Participant	2 Days (CEU: 1.2 Units)

**Class Size:** Minimum 20; Maximum 30

This course will be available in Spring 2004.

**Description:**

There is a need to understand that the congestion and delays that exist on our streets and roadways can be managed better with a thorough understanding of effective traffic signal timing and the optimization of well developed, designed, implemented, maintained and operated traffic signal control projects are essential to this process. Engineering tools are available to design, optimize, analyze, and simulate traffic flow. This course addresses the application of the Manual of Uniform Traffic Control Devices (MUTCD) to intersection displays, as well as signal timing, computerized traffic signal systems, control strategies, integrated systems, traffic control simulation and optimization software. The course is divided into three parts: Traffic Signal Timing and Design, Traffic Signal Systems, and Traffic Software.

**Outcomes:** Upon completion of the course, participants will be able to:

- Make basic decisions regarding traffic signal timing and progression.
- Develop and fine tune traffic signal timing plans.
- Discuss the available computer software for optimizing signal timing and progression.
- Identify the proper signal timing optimization, traffic control signalization, and evaluation techniques for a signal project.
- Discuss the procedures for traffic control signalization projects.
- Explain the traffic signal warrants of the Federal MUTCD and be able to apply them.
- Correctly locate signal heads, detectors, and other traffic signal equipment relative to the roadway.
- Identify the different types and capabilities of traffic detectors as well as their correct placement for low and high speed approaches.
- Be able to accommodate pedestrian traffic in terms of physical location as well as signal phasing.
- Be able to determine the need for pre-timed, actuated, or volume density type strategies.
- Explain when to apply simulation software to fine tune or validate signal timings.

**Target Audience:**

Public sector traffic engineers and traffic engineering technicians involved in the development, design, review and inspection of traffic control projects.

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## Design and Traffic Operations

**Course Number:** 133048A

**Course Title:** Managing Traffic Incident and Roadway Emergencies

Fee	Length
\$4500 Per Session	1 Day (CEU: 0.6 Units)
\$6900 Per Session	2 Days (CEU: 1.2 Units)

**Class Size:** Minimum 20; Maximum 35

Maximum number of participants for 1 and 2 day course can be increased with prior approval by NHI Training Program Manager. Per session course fees will adjust accordingly, dependent upon number of participants.

**Description:**

This course is part of the core ITS curriculum established by the ITS Professional Capacity Building (PCB) program. For more information on the core curriculum, go to URL:  
[www.pcb.its.dot.gov/Catalogs/ITSCurriculum.htm#section2](http://www.pcb.its.dot.gov/Catalogs/ITSCurriculum.htm#section2).

This course addresses institutional and technical aspects of safe and efficient resolution of traffic incidents and other roadway emergencies. The course focuses on practices to obtain good inter-agency and inter-disciplinary understanding and cooperation.

**Outcomes:** Upon completion of the course, participants will be able to:

- Recognize the program elements needed for a formalized multi-agency program to manage traffic incidents and roadway emergencies.
- Formulate techniques for effective on-site management of incidents.
- Identify technological solutions to facilitate the management of incidents.
- Develop a short-term list of 'next step' actions to improve multi-agency response to both major and minor traffic incidents.

**Target Audience:**

Persons at mid or upper-management levels in various agencies who direct the resources of their agencies at the scene of a traffic incident or in response to an incident. Agencies which should be represented at workshops include: law enforcement, fire and rescue (including emergency medical), emergency communications, transportation (including traffic management and highway maintenance), planning, towing and recovery, traffic reporting media, hazardous materials contractors and other emergency management personnel responding to traffic emergencies on freeways and arterial streets.

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Technical Information	David Helman	(202) 366-8042	<a href="mailto:david.helman@fhwa.dot.gov">david.helman@fhwa.dot.gov</a>



## Design and Traffic Operations

**Course Number:** 133072A**Course Title:** High Occupancy Vehicle (HOV) Facilities

Fee	Length
\$400 Per Participant	3 Days (CEU: 1.8 Units)

**Class Size:** Minimum 20; Maximum 30

Please call Danielle Mathis-Lee for more detailed information regarding different course options. (New, Fall 2004.)

**Description:**

The HOV Facilities training course will provide participants with a general appreciation and understanding of the key policies, technical, and other issues to consider in the planning, design, implementation, management, operation, and marketing of HOV facilities. HOV facilities are a proven and viable operational strategy to help move more people along congested urban and suburban routes. HOV facilities are a strategy to assist public agencies and transportation services providers to address the identified mobility, safety, productivity, environmental, and quality of life needs in metropolitan areas. The technical reference for this course is the NCHRP Report 414: HOV Systems Manual.

**Outcomes:** Upon completion of the course, participants will be able to:

- Identify and discuss the concepts, goals and benefits of HOV facilities.
- Describe the public involvement and marketing techniques that may be appropriate in the planning, design, or operation of an HOV facility or system.
- Identify the different types of freeway and arterial HOV facilities, their operational characteristics, and the conditions where they may be successful.
- Identify the primary stakeholders involved with HOV systems along with the key policies, institutional issues, and interest to integrate into the planning, development, implementation, and operation of HOV facilities.
- Identify the major types of vehicles expected to use an HOV facility or regional system and the key operational characteristics to consider.
- Discuss the range of studies, methodologies, tools, and analysis appropriate to use in planning individual HOV facilities or a regional HOV system.
- Discuss the key roadway, operational, and enforcement issues to consider in the planning, design, and implementation phases of HOV facilities.

**Target Audience:**

Traffic engineers, transportation planners, roadway design engineers, transportation managers/supervisors, transit planners, transit managers/supervisors, and public information specialists who are involved in the planning, design, management, operations, and marketing of an HOV system. Pre-training Competencies: Individuals attending this course should have a basic understanding of traffic engineering or transportation planning principles, along with an appreciation of the elementary concepts of traffic management strategies, traffic flow theory, roadway improvement planning, project design processes, public outreach and marketing.

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## Design and Traffic Operations

**Course Number:** 133075A**Course Title:** Freeway Traffic Operations

Fee	Length
\$400 Per Participant	3 Days (CEU: 1.8 Units)
\$650 Per Participant	5 Days (CEU: 3 Units)

**Class Size:** Minimum 20; Maximum 30

Course update to be completed in Fall 2004.
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**Description:**

The course modules include system engineering, traffic flow theory and concepts, impacts of design on operations, data collection and management, data analysis and assessment, traffic operation and control strategies, traffic incident management, management, information systems, data communications, and traffic control centers.

**Outcomes:** Upon completion of the course, participants will be able to:

- Identify the interrelationships between various strategies used to manage travel and control traffic on freeways.
- Discuss how the application of traffic operations principles and concepts to the roadways geometric design process can influence the interaction between drivers, their vehicles, and the highway environment.
- Describe how traffic operations should be considered with freeway planning, design, construction, management, operations, safety, and maintenance issues.
- Describe the basic traffic flow theories, procedures, and techniques for analyzing freeway operations.
- Recognize the role and most effective methods for collecting and using data to manage a freeway system and controlling traffic.
- Analyze the operational quality of various components of a freeway system using the procedures and techniques described in the course.
- Describe alternatives for managing and controlling freeway travel and its impact on traffic operations.
- Assess the potential impacts of various types of incidents and the potential for various strategies or plans to mitigate the impacts on traffic operations.
- Identify the potential of various plans and procedures to mitigate the impacts of scheduled activities or events on freeway operations.

**Target Audience:**

Federal, State, and local transportation professionals involved in planning, design, and implementation of freeway improvement projects and the day-to-day management of travel and control of traffic on freeway facilities.

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## Design and Traffic Operations

**Course Number:** 133077A**Course Title:** Transient Protection, Grounding, and Shielding of Electronic Traffic Control Equipment

Fee	Length
\$200 Per Participant	1 Day (CEU: 0.6 Units)

**Class Size:** Minimum 20; Maximum 30**Description:**

This course provides participants with information on how to protect equipment from lightning strikes and other transients. The course fee includes the cost of the course reference manual for each participant (\$15.00).

**Outcomes:** Upon completion of the course, participants will be able to:

- Design or evaluate equipment protection proposals.
- Determine the adequacy of plans and specifications for protecting equipment.
- Communicate with traffic control signalization specialists regarding equipment protection.
- Promote adequate protection of electronic traffic control equipment.

**Target Audience:**

Federal, State and local traffic engineers involved in the design, review and inspection of traffic control projects. Consultants working in the highway industry may also purchase the course.

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## Design and Traffic Operations

**Course Number:** 133078A**Course Title:** Access Management, Location and Design

Fee	Length
\$400 Per Participant	3 Days (CEU: 1.8 Units)

**Class Size:** Minimum 20; Maximum 30**Description:**

This course covers access management along streets and highways. General benefits, as well as the social, economic, political and legal implications of access control are examined. Existing access management practices and policies from States and jurisdictions are used as examples of what types of programs have been implemented and how effective they have been. Through in-depth discussion, access management techniques and the warrants for their use are reviewed. Guidelines for design and application of these access management techniques are described in detail. Strategies for developing and implementing retrofit programs to improve existing access control are presented. The course presents several "before" and "after" case studies, which show the impacts of retrofit programs on local businesses. Techniques and procedures for evaluating the impacts of access control on the safety and operations of the highway system are also covered.

**Outcomes:** Upon completion of the course, participants will be able to:

- Recognize the various elements involved in planning, developing, implementing, and administering an effective access management program.
- Assess the safety and operational impacts of alternative access management techniques.
- Demonstrate convincingly the merits of obtaining and maintaining good access management along streets and highways.

**Target Audience:**

This course is designed for Federal, State, and local planners and engineers who are currently involved or expect to be involved in decisions on, and/or design of, access to existing or new sites.

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# General Information





## Programs Under FHWA Office of Professional Development

The Federal Highway Administration (FHWA) Office of Professional Development (OPD) serves as an “in-house coordinator” for training and learning, providing access to assistance and expertise for all FHWA employees, as well as our external partners and customers.

OPD’s vision is to educate, train, and develop the transportation workforce to improve the safety, efficiency, effectiveness, and quality of America’s surface transportation system.

OPD’s mission is to:

- Serve as an advocate for promoting professional development throughout the transportation community;
- Serve as a catalyst to strengthen the tie between training/learning and performance;
- Provide strategic direction for professional development by developing and delivering a coordinated program that reflects FHWA’s vital few: safety, environmental stewardship and streamlining, congestion mitigation and customer needs;
- Identify and implement new technologies in learning; and
- Form partnerships and alliances for learning.

### Workforce Development

The U.S. population has increased by 32 million since 1990 to total more than 276 million today, and is expected to be 300 million in 2020. Vehicle miles traveled is growing twice as fast as the population and creating new challenges in addressing issues of highway capacity, safety, land use and resource utilization. The workforce needed to effectively address these issues is changing too with the baby boom generation approaching retirement and as much as 40 percent of the federal, state and local transportation workforce eligible to retire in the next 5 to 15 years. They will take with them years of experience, institutional knowledge and competencies that will be difficult to replace.

Increasing demand, limited resources and greater expectations will be major concerns for transportation managers and policy makers into the new century. Resource limitations on every front will drive the need for improved efficiencies. Technology innovation is the essence of efficiency and it is only through the application of technology by a skilled workforce that transportation can hope to close the gap between growing demand and available resources.

The Office of Professional Development is addressing the growing concern with transportation workforce development by actively pursuing strategies to raise awareness, and by working with its transportation community partners to develop policies and programs to effectively address the issue. The “Transportation Workforce Development” website has more information about OPD and transportation community efforts and can be found at [www.nhi.fhwa.dot.gov/transworkforce](http://www.nhi.fhwa.dot.gov/transworkforce)

### NHI – National Highway Institute

NHI is composed of three programs: *Training*, *Affiliate*, and *Universities and Grants* that constitute the external education and training arm of the FHWA.

NHI’s mission is to provide proactive leadership, expertise, resources, and information to the transportation community through development and administration of transportation-related training that covers a broad spectrum including safety, environmental stewardship and streamlining, and congestion mitigation. Through the three programs, NHI assists the transportation industry in the application of new technologies.

We partner with many organizations to coordinate and leverage training resources, identify new training needs in the transportation community and develop and deliver courses to meet those needs. We also promote transportation education through the award of grants and fellowships. These programs improve the quality of the U.S. transportation system in order to enhance economic growth, quality of life, and the environment.

## NHI 2003 Accomplishments

- Authorized provider of International Association of Continuing Education and Training (IACET) continuing education units (CEUs) for courses completed after January 1, 2004.
- Delivered over 556 training sessions to more than 13,428 participants from Federal, State, local agencies, as well as the private sector, academia and international affiliate organizations.
- In collaboration with the Federal Transit Administration, Environmental Protection Agency and US Department of Energy, developed *Air Quality and Transportation Planning* and *The Congestion Mitigation and Air Quality Program: Purpose and Practice and Erosion and Sediment Control*.
- Partnered with National Transit Institute, the Federal Transit Administration and FHWA Office of Planning for courses supporting the Federal Transportation Planning Capacity Building Program.
- Developed, revised or updated 15 courses and have 22 courses in development.
- There have been approximately 2,000 Dwight David Eisenhower Transportation Fellowship (DDETf) recipients since inception of the program and 126 DDETf's were awarded in 2003.
- Former Eisenhower recipients (85-90%) are in the transportation education pipeline due to Universities and Grants Programs' efforts toward workforce development.
- Created FasTrack program to develop need-specific information and training sessions.
- Using LTAP funding, LTAP Centers provided over 4000 training events and over 48,000 technical assistance actions for more than 117,000 people.
- Conducted Maintenance and Safety Technical Peer Exchanges in Pennsylvania.
- Developed safety work plan with FHWA Office of Highway Safety.
- Completed a course based on AASHTO's Load and Resistance Factor Design (LRFD) code.
- Offered Web-based courses, *Real Estate Acquisition Under the Uniform Act* and *AASHTO Roadside Design Guide*.
- Conducted train-the-trainer instructor development for international partners in Mexico, Russia and Korea.
- Initiated Web conferencing services in conjunction with Office of Administration. Used by FHWA Headquarters, Divisions and Technical Service Teams to deliver short courses.
- Trained 25 safety engineers for national teaching team to deliver *AASHTO Roadside Guide 2000*.





# Appendix A





## **Affiliate Programs**

The Affiliate Programs' mission is to promote education, training, and technology sharing among local, state, national, and international transportation partners. These programs will enhance existing partnerships and develop new partnerships to create a continuous learning environment for the transportation community. The Affiliate Programs is an umbrella program encompassing the Local Technical Assistance Program (LTAP), Partnership Program, and International Program.

### **Local Technical Assistance Program/Tribal Technical Assistance Program (TTAP)**

The Local Technical Assistance Program (LTAP) advances partnerships with professional associations, furthers international professional development, and provides outreach to transportation agencies, industry and academia.

There are 58 LTAP/TTAP centers, one in each state, Puerto Rico, and seven regional TTAP centers serving American Indian tribal governments. LTAP/TTAP mission is to foster a safe, efficient, environmentally sound transportation system by improving skills and knowledge of local transportation providers through training, technical assistance, and technology transfer, including institutional and program building activities. LTAP/TTAP customers are primarily the 38,000 local agencies and tribal governments. LTAP/TTAP technology transfer centers provide more than 5,000 training sessions to over 120,000 participants per year.

Under the umbrella of LTAP, the Affiliate Programs Team established a network of local road coordinators, one per state. The network provides direct communication among local agencies, State departments of transportation, and FHWA to share ideas and experiences.

### **Partnership Program**

The Partnership Program is responsible for maintaining relationships with the American Public Works Association (APWA) and the National Association of County Engineers (NACE) and carrying out the professional development aspects of all partnerships as well as outreach to industry, affiliates and other members of the transportation community.

### **International Program**

The Affiliate Programs Team coordinates and arranges for international training and professional development activities. These activities inform the U.S. transportation community of technological and innovative programs abroad, promote U.S. transportation expertise internationally and increase technology sharing between the U.S. and the international community.

### **FasTrack**

The FasTrack Program provides instructional development resources to FHWA units, particularly the Resource Center Technical Service Teams, Program Offices, and Research, Development, and Technology. The program supports internal FHWA customers by developing training that effectively meets their need to advance emerging transportation technologies and changing policies through training and technical assistance. As a service of NHI, the FasTrack program ensures that FHWA training is coordinated agency wide and delivers the FHWA corporate message.

The program emphasis is on development of courses that must be delivered within six months. FasTrack provides a variety of services and customers may choose the services they need ranging from development, instructional systems design, instructor and participant material development and support for training delivery. Services include the use of Web conferencing. NHI can assist with determining the types of services customer needs based on the training outcomes identified. Training developed through the FasTrack Program will be made available via the NHI Website. FasTrack courses will be delivered by various units so contact information will change. For more information call Jon Schans at (703) 235-0509 or e-mail: [jon.schans@fhwa.dot.gov](mailto:jon.schans@fhwa.dot.gov).

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# Appendix B







## Universities and Grants Programs

The mission of the Universities and Grants Programs (U&GP) is to promote the benefits of transportation education and encourage the pursuit of transportation research among university students and faculty. U&GP is responsible for the administration of the Dwight David Eisenhower Transportation Fellowship Program (DDETFP). The DDETFP is congressionally mandated by legislation (ISTEA and TEA-21) and funded at \$2 million annually, dating back to 1992. U&GP works cooperatively with more than 800 colleges and universities (including HBCUs, HSIs and TCs) and more than 100 transportation related disciplines.

U&GP's primary objectives are to:

- enhance FHWA university-based programs and other academic programs;
- provide fellowships, internships and partnerships;
- conduct data analyses related to retention, recruitment, diversity and workforce development;
- conduct research on DOT and FHWA's transportation related academic programs

## Dwight David Eisenhower Transportation Fellowship Program (DDETFP)

The goal of the Fellowship Program is to attract and retain the nation's brightest minds in transportation. DDETFP awards 100 - 130 fellowships annually. In 2003, 126 Eisenhower Fellowships were awarded, including two pilot Legal Intern Fellowships. Through a partnership, under the auspices of the Eisenhower program, with the Office of Transportation Planning, U&GP was able to split fund three Eisenhower Fellowships.

The U&GP database is a unique program management tool which enables U&GP staff to track recipients through the transportation education pipeline into the transportation workforce. The U&GP database can also track other Department Of Transportation university-based program activities.

There are six Eisenhower Fellowship Categories:

***Eisenhower Graduate (GRAD) Fellowships***

***Eisenhower Grants for Research Fellowships (GRF)***

***Eisenhower Faculty Fellowships (FF)***

***Eisenhower Historically Black Colleges and Universities (HBCU) Fellowships***

***Eisenhower Hispanic Serving Institutions (HSI) Fellowships***

***Eisenhower Tribal Colleges Fellowships (TCF)***

## Six major Transportation Education Pipeline initiatives are:

### Dwight David Eisenhower Transportation Fellowship Program (DDETFP)

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### University Transportation Centers Program (UTCP)

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### Summer Transportation Intern Program for Diverse Groups (STIPDG)

**Contact:** Lorraine Day, Office of Human Resources, FHWA  
 ☎ (202) 366-1159    ✉ [lorraine.day@fhwa.dot.gov](mailto:lorraine.day@fhwa.dot.gov)  
 🌐 <http://www.fhwa.dot.gov/education/stipdg.htm>

### National Summer Transportation Institutes for Secondary Students (NSTI)

**Contact:** Hattie Brown, Office of Civil Rights, FHWA  
 ☎ (202) 366-1591    ✉ [hattie.brown@fhwa.dot.gov](mailto:hattie.brown@fhwa.dot.gov)    🌐 [www.nrc.scsu.edu](http://www.nrc.scsu.edu)

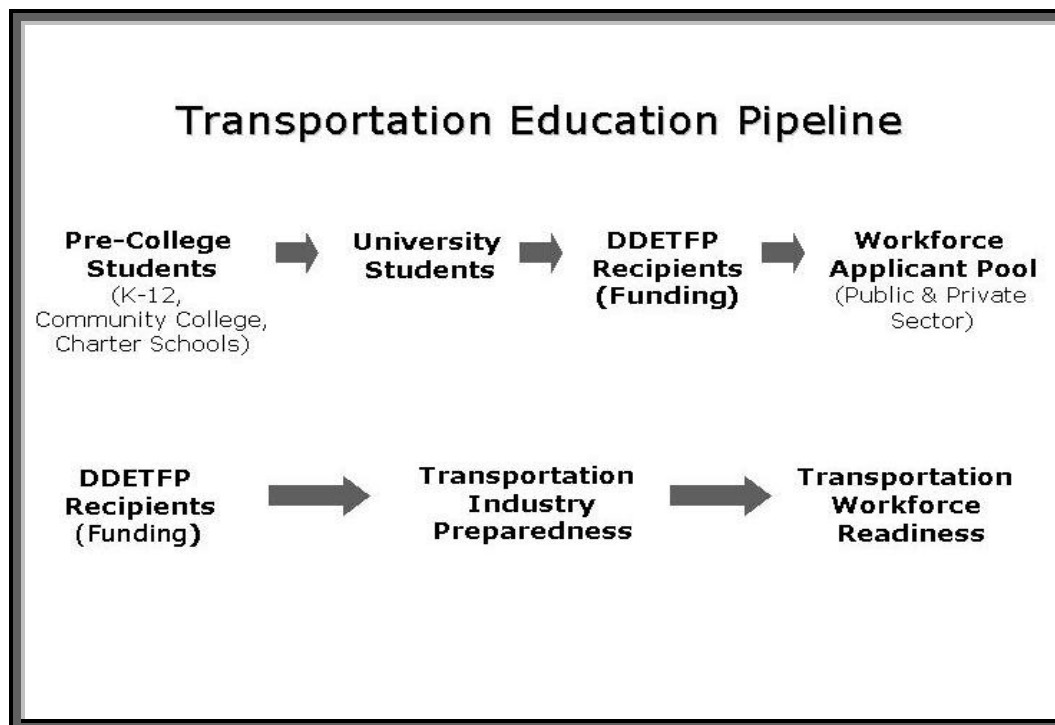
### Minority Institutions of Higher Education Cooperative Agreement Program (CAP)

**FHWA Contact:**

- Linda Brown, Office of Civil Rights, FHWA  
 ☎ (202) 366-1593    ✉ [linda.brown@fhwa.dot.gov](mailto:linda.brown@fhwa.dot.gov)
- Frank Waltos, Office of Acquisition Management, FHWA  
 ☎ (202) 366-4205    ✉ [frank.waltos@fhwa.dot.gov](mailto:frank.waltos@fhwa.dot.gov)

### Garrett A. Morgan Transportation and Technology Futures Program (GAMTTFP)

**Contact:** Lorraine Day, Office of Human Resources, FHWA  
 ☎ (202) 366-1159    ✉ [lorraine.day@fhwa.dot.gov](mailto:lorraine.day@fhwa.dot.gov)    🌐 [education.dot.gov](http://education.dot.gov)



The following is a current listing of University Transportation Centers (UTCs). All of the centers can be accessed through the UTC Website at <http://utc.dot.gov>

### University Transportation Centers, TEA-21, Section 5110

University	UTC Theme
<b>Group A</b>	
Massachusetts Institute of Technology	Strategic Management of Transportation Systems
City College of New York	Regional Mobility and Accessibility-Investment Strategies
Pennsylvania State University	Advanced Technologies in Transportation Operations and Management
University of Tennessee	Transportation Safety
University of Wisconsin-Madison	Transportation Investment and Operations
Texas A and M University	Sustainable Transportation for Mobility and Economic Strength
Iowa State University	Transportation Management Systems and Operations
North Dakota State University	Rural and Non-Metropolitan Transportation
University of California, Berkeley	Improving Accessibility for All
University of Washington	Management and Planning of Intermodal Operations
<b>Group B</b>	
University of Central Florida	Advanced Transportation Simulation
University of Southern California and California State University, Long Beach	Metropolitan Transportation Research
Rutgers University	Advanced Infrastructure and Transportation
University of Missouri at Rolla	Advanced Materials and Non-Destructive Testing Technologies
South Carolina State University	Transportation Intermodalism
<b>Group C</b>	
University of Arkansas	Rural Transportation
University of Idaho	Advanced Transportation Technology
University of Alabama	Management and Safety of Transportation Systems ITS
San Jose State University	Surface Transportation Policy Studies
University of Southern Florida	Urban Transportation
<b>Group D</b>	
University of Minnesota	ITS
Marshall University	Economic Growth and Productivity in Rural Appalachia through Transportation
George Mason University, University of VA, and VA Polytechnic Institute and State University	ITS
Montana State University, Bozeman	ITS, Rural Transportation
University of Rhode Island	Advance Transportation Infrastructure and Systems
Northwestern University	Infrastructure Technology

UTC    University Transportation Center  
 ITS    Intelligent Transportation System

As of 11/01/2003







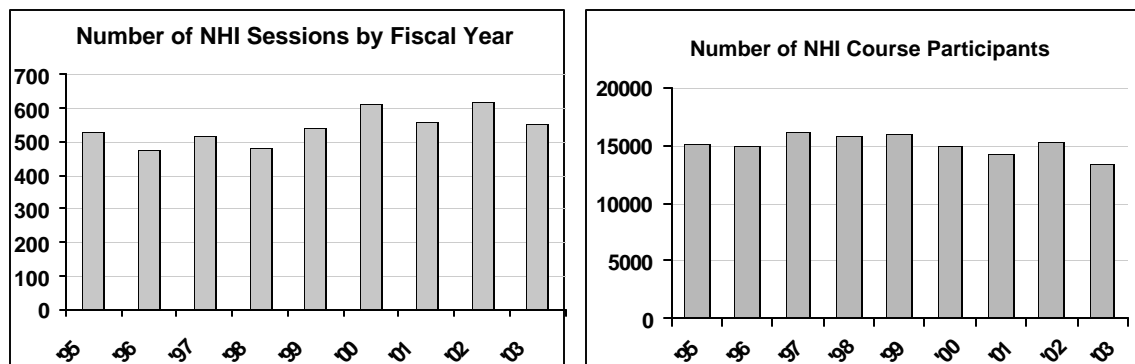
# Appendix C





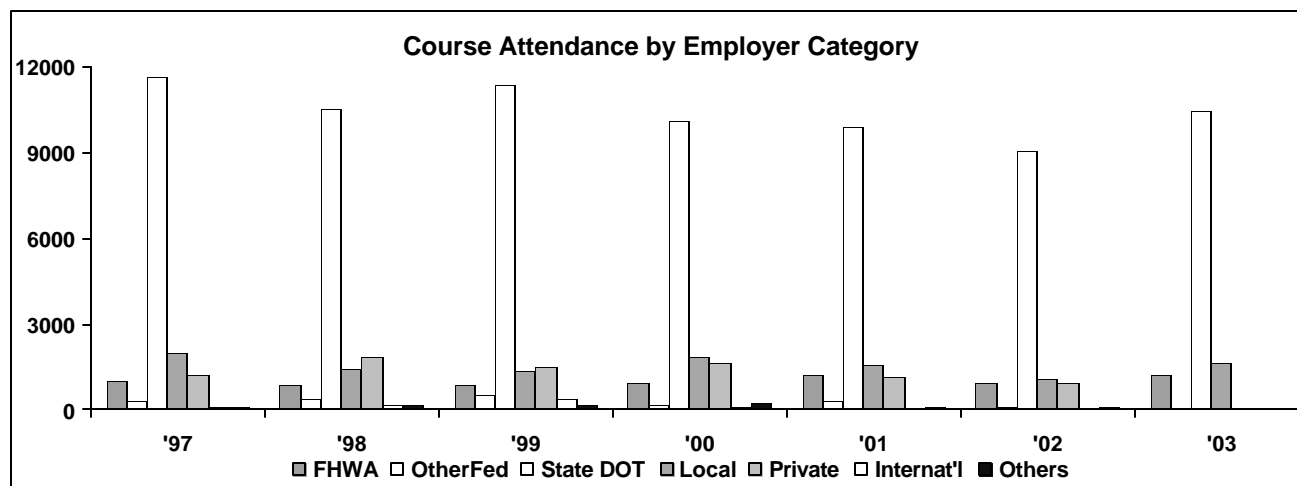
## NHI Training Programs

Since its inception in 1970, NHI has developed courses in over 200 topics and delivered over 11,000 training sessions to more than 350,000 students, principally from the highway community. Currently, 135 courses are offered through the NHI catalog. In 2003, NHI delivered 556 training sessions to 13,428 students in the U.S. and abroad.



Numbers tell only part of the story. NHI courses are crucial not only in developing core competencies and new skills of its customers, but also transferring leading technology and current transportation policies throughout the nation and abroad.

## NHI Customers



Our customers are grouped as follows:

- **Federal, State and Local Surface Transportation Agencies**—This group accounts for the majority of participants.
- **Private Transportation Providers, Firms and Associations**—NHI is expanding its efforts to provide private sector organizations, especially those that work with public agencies, with instruction and training materials.
- **Universities and Other Academic Institutions**—NHI provides technical course materials for inclusion in undergraduate and graduate curricula, and collaborates with community colleges, technical schools, and secondary and grade schools to identify the transportation professionals of tomorrow.
- **International Transportation Community**—NHI develops and coordinates highway training in the U.S. and other countries for international agencies, organizations, groups, and individuals. Courses are primarily conducted in English, although special arrangements can be made to present the training in other languages.

By far, the largest customer group is the State Departments of Transportation (DOTs). Of the 13,428 total training attendees in FY2003, 70 percent were from state DOTs, followed by locals at 11 percent, and private sector and FHWA each at 8 percent.

## International Association for Continuing Education and Training

The International Association of Continuing Education and Training (IACET) recently approved the National Highway Institute (NHI) to award IACET continuing education units (CEUs). Courses successfully completed after January 1, 2004 are eligible for IACET CEUs.

IACET is an independent, non-profit association whose goal is to ensure quality continuing education for professionals. For an organization to become an IACET approved continuing education unit provider, it must demonstrate that it designs and develops training in accordance with proven adult learning theory and recognized instructional systems design practices. Each course description in the NHI Catalog includes the number of CEUs awarded upon successful completion of the course.

There is a trend by states to require annual professional education for professional employees coupled with the need to make every dollar committed to training count. Recognition by IACET assures both the employee and the employer that taking a NHI course is a valuable use of time and scarce training dollars. One CEU is awarded for every ten contact hours of training led by a qualified instructor. Lunch periods and breaks are not calculated when determining the number of contact hours. Thus, in an eight hour day, there are six contact hours of instruction for an award of 0.6 CEU per day. In addition, NHI is approved to award CEUs for its distance learning training. That training may take the form of Web based training, Web based conferencing, video conferencing, self-paced or any combination of the various methods.

On occasion, there may be adjustments to the course length to accommodate course hosting location conditions. In that event, the number of CEUs awarded will be adjusted to reflect the actual contact hours.

NHI will maintain individual training records for seven years for the CEUs awarded for successful completion of courses effective January 1, 2004. Individuals and their employers are also encouraged to maintain their own training records including course name, class dates, instructor name, class roster and CEUs awarded.

## Instructor Certification Program

### Purpose:

To provide a method to assess continuous skill improvement of NHI instructors, NHI has developed a unique approach for certification. This approach is built on a set of instructor competencies selected from a validated list of the American Society of Training and Development (ASTD) competencies. With these competencies, a skilled trainer will emphasize the use of experiential learning techniques, such as problem solving analysis, discussions, as well as exercises that tap into the knowledge and skills that an adult learner brings to the classroom.

### Goal:

To provide quality instruction and skill attainment and to stress the value of "adult learning principles" in the classroom. With this in mind, FHWA and contract instructors who are currently, or will soon be teaching NHI courses, are required to become NHI certified. Upon successful demonstration of the required competencies and skills, candidates will receive certification from a Master Trainer, using one of the following three methods:

- Providing Instructor Certification Surveys of three consecutive live classroom presentations
- Providing a 2-hour video-taped classroom presentation for review
- Providing access to a two-hour videoconference to observe

### Audience:

NHI instructor certification is reserved for FHWA and contract instructors who are currently or will be involved in the delivery of NHI courses within 12 months. A NHI course is defined as a course offered through the NHI Catalog and scheduled through NHI. When someone uses NHI course materials to provide training without going through the NHI scheduler, the courses are not NHI courses. Contact Debbie Gwaltney, ICP Manager, for more information at (703) 235-1199 or e-mail: [debbie.gwaltney@fhwa.dot.gov](mailto:debbie.gwaltney@fhwa.dot.gov).

## New, Revised and In-Development Courses

NHI partners with FHWA Program Offices, other agencies and the States to respond to training requirements. As a training product moves into the development or delivery phase, it is announced on the NHI Website. Check the Website frequently to identify new courses ready to be scheduled.

**NHI Courses - Available****NOW**

Course No	Course Title	Status
<b>Materials, Pavements and Base Design</b>		
131032A	Hot Mix Asphalt Construction	Updated
131033A	Construction of Portland Cement Concrete Pavements	Updated
131044A	Hot Mix Asphalt Production Facilities	Updated
131045A	Hot Mix Asphalt Materials, Characteristics and Control	Updated
131050A	Asphalt Pavement Recycling Technologies	Updated
131060A	Concrete Pavements Design Details and Construction Practices	Updated
131064A	Introduction to Mechanistic Design for New and Rehabilitated Pavements	New
131100A	Pavement Smoothness: Use of Inertial Profiler Measurements for Construction Quality Control	New
131105A	Analysis of Pavement Management System Data for Engineering Applications	New
131106A	Transportation Asset Management	New
<b>Geotechnical</b>		
132021A	Driven Pile Foundations - Design and Construction	Updated
132022A	Soil Slope and Embankment Design	Updated
<b>Construction and Maintenance</b>		
134029A	Bridge Maintenance Training	Updated
<b>Hydraulics</b>		
135046A	Stream Stability and Scour at Highway Bridges	Updated
135047A	Stream Stability and Scour at Highway Bridges for Bridge Inspectors	Updated
135048A	Countermeasure Design for Bridge Scour and Stream Instability	Updated
<b>Intelligent Transportation Systems (ITS)</b>		
137001A	ITS Awareness	New
<b>Real Estate</b>		
141045C	Real Estate Acquisition Under the Uniform Act (Web-based)	New
<b>Environmental</b>		
142005A	NEPA and Transportation Decision Making	Updated
142044A	Air Quality	New
<b>Statewide Planning</b>		
151039A	Applying Spatial Data Technologies to Transportation Planning	New
<b>Metropolitan Planning</b>		
152071A	Estimating Regional Mobile Source Emissions	New
<b>Highway Safety</b>		
380069A	Road Safety Audits and Road Safety Audit Reviews	Updated

**Coming in Calendar Year 2004**

Course No	Course Title	Available
<b>Mathematical Sciences</b>		
123002A	Scientific Approaches to Transportation Research	Spring
<b>Structures</b>		
130082A	LRFD for Highway Bridge Substructures, Earth Retaining Structures and Culverts	Fall
130087A	Inspection and Maintenance of Anchillary Highway Structures	Summer
130090A	Introduction to Tunnel Engineering	Summer
<b>Materials, Pavements, and Base Design</b>		
131103A	Pavement Preservation: Design and Construction of Quality Preventive Maintenance Treatments	Summer
131104A	Pavement Preservation: Integrating Pavement Preservation and Pavement Management	Spring
<b>Geotechnical</b>		
132034A	Ground Improvement Methods	Spring
132040A	Geotechnical Aspects of Pavements	Summer
132078A	Micropile Design and Construction	Fall
<b>Design and Traffic Operations</b>		
133028A	Traffic Control Signalization and Software	Spring

Course No	Course Title	Available
133048A	Managing Traffic Incidents and Roadway Emergencies	Winter
133072A	HOV Facilities	Fall
133075A	Freeway Management and Traffic Operations	Fall
<b>Hydraulics</b>		
135081A	Introduction to Highway Hydraulics Software	Summer
<b>ITS</b>		
137002A	Deploying ITS in Metropolitan Areas	Winter
137030A	Fundamentals of Road Weather Management	Fall
<b>Freight and Transportation Logistics</b>		
139001A	Integrating Freight in the Transportation Planning Process	Spring
139002A	Freight Forecasting in Transportation Planning	Spring
<b>Statewide Planning</b>		
151021A	Administration of FHWA Planning Grants	TBD
151038A	Introduction to Statewide Planning (NHI/NTI)	Spring
<b>Corporate Management</b>		
310108A	Federal Lands 101	Spring
<b>Highway Safety</b>		
380005A	Railroad-Highway Grade Crossing Improvement Program	Spring
380034A	Design, Construction, and Maintenance of Highway Safety Appurtenances and Features	Winter
380071A	Interactive Highway Safety Design Model	Winter

## Distance Learning

Distance Learning continues to receive attention. Development emphasis is currently centered on short courses and those that involve policy or defined processes. Regardless of the delivery medium, NHI courses are taught to the same standard and to the same course outcomes. However, instructional methods are adapted to the delivery medium.

Some of the e-Learn@NHI initiatives:

- Offering Web conferencing services to 70 sites throughout the United States. While in its infancy, the Web conferencing option is proving to be a valuable information and training medium.
- Working with several states to deliver video conferencing courses.
- Contracting to develop interactive Web based training. Titles will be announced throughout the year.

As more states require CEUs for professional education and development, distance learning may prove to be the methodology of choice for busy engineers. Customers can access courses using a variety of delivery systems without having to leave their home base. Web based training responds to the professional engineer's need for flexible, time-sensitive, cost-effective training without travel or even time away from work. Courses can be taken anytime from any location with Web access using a 56K modem.

The e-Learn@NHI Team is eager to discuss how our initiatives can help you meet your professional development needs. Please contact Debbie Gwaltney for further information at 703-235-1199.

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# Appendix D





## Transportation Equity Act-21

TEA-21, under Section 504(a), made Federal-aid funds available to departments of transportation for the express purpose of NHI education and training programs. The legislation authorizes *“1/2 of 1 percent of the funds apportioned to a State under section 104(b)(3) for the surface transportation program...”* In addition, these funds can be used by the States to fund travel and direct expenses, as well as training fees.

The TEA-21 authorization expired on September 30, 2003. New legislation extending the TEA-21 authorization at FY 2003 funding levels to February 29, 2004 has been enacted and the “½ of 1 percent provision” continues as law. This table lists the amounts that were available, by State, for FY 2003. The 2003 funds can be used until expended.

It is not clear when the new reauthorization legislation will be enacted and at what funding levels. A new law must be in place by March 1, 2004 or Congress and the Administration will have to enact new legislation extending the TEA-21 provisions beyond February 29, 2004.

Once the new law is enacted, we will provide a summary of the training and education provisions on the NHI website at [www.nhi.fhwa.dot.gov](http://www.nhi.fhwa.dot.gov).

State	Available Funds
Alabama	653,229
Alaska	320,386
Arizona	616,717
Arkansas	459,097
California	3,091,361
Colorado	489,707
Connecticut	364,285
Delaware	162,218
District of Columbia	140,814
Florida	1,817,815
Georgia	1,291,785
Hawaii	164,300
Idaho	217,274
Illinois	1,103,546
Indiana	851,818
Iowa	426,110
Kansas	465,852
Kentucky	538,114
Louisiana	508,937
Maine	168,777
Maryland	508,151
Massachusetts	510,822
Michigan	1,159,749
Minnesota	616,779
Mississippi	444,697
Missouri	780,626
Montana	243,661
Nebraska	295,383
Nevada	234,127
New Hampshire	162,123
New Jersey	698,387
New Mexico	292,321
New York	1,235,857
North Carolina	962,868
North Dakota	196,856
Ohio	1,126,626
Oklahoma	579,484
Oregon	412,090
Pennsylvania	1,092,822
Rhode Island	160,083
South Carolina	618,613
South Dakota	222,853
Tennessee	720,247
Texas	2,940,106
Utah	246,733
Vermont	153,256
Virginia	879,452
Washington	585,339
West Virginia	237,112
Wisconsin	745,902
Wyoming	151,988





# Appendix E





## Registration and Coordination

This section contains information about course registration, fees, and the award of Continuing Education Units (CEUs) as well as the local coordinators' checklist.

### 1. Course Requests/Scheduling

To host NHI courses, the "On-Site Course Request" form (FHWA 1530) should be submitted to NHI via <http://www.nhi.fhwa.dot.gov/registration.asp>. A copy of this form is also included in the back of this catalog. Photocopies are accepted and should be faxed to the NHI Training Program Coordinator at (703) 235-0577. **Desired dates may be shown on the form, but courses are not officially confirmed until the hosting organization receives confirmation from NHI.** After the FHWA 1530 is received, an instructor will contact the Local Coordinator to discuss scheduling. After the course is confirmed by NHI, the host will receive confirmation, the local FHWA division office coordinator will be notified and the course will be advertised on the NHI Website at [www.nhi.fhwa.dot.gov/schedule.asp](http://www.nhi.fhwa.dot.gov/schedule.asp).

In addition, NHI provides assistance to international organizations wishing to purchase standard NHI training courses on a variety of technical subjects. These courses can be tailored to specific needs of the organization at an additional cost. For more information about training courses for international participants, please contact Roger Dean at (703) 235-0550 or by e-mail: [roger.dean@fhwa.dot.gov](mailto:roger.dean@fhwa.dot.gov).

### 2. Course Registration

To register for a distance learning course use the URL [www.nhi.fhwa.dot.gov/registerdl.asp](http://www.nhi.fhwa.dot.gov/registerdl.asp) and follow the instructions provided on the screen. On-line registration for distance learning courses requires a configuration of MS Internet Explorer (IE) 5.0 or higher with 128-encryption. You cannot use Netscape. The version 6.0 of IE has been tested with FHWA applications and has been approved by the FHWA Information Systems Security Office. For FHWA employees, it can be downloaded from <http://staffnet.fhwa.dot.gov/software.htm#iexplore>. For others, it can be downloaded from [www.microsoft.com/windows/ie/downloads/ie6/download.asp](http://www.microsoft.com/windows/ie/downloads/ie6/download.asp).

To register for an instructor-led course:

#### a. Domestic Customers

Individuals located within the United States who wish to attend an NHI training course should contact the Local Coordinator listed in the Scheduled Course section of the NHI Web page, [www.nhi.fhwa.dot.gov/schedule.asp](http://www.nhi.fhwa.dot.gov/schedule.asp). The Local Coordinator determines whether the course is open to outside participants and can provide specific information, such as available space, course location and cost.

#### b. FHWA Employees

As NHI training is provided to hosting agencies at a subsidized rate, space for up to 15 percent of the maximum number of participants specified for a given course is reserved for FHWA employees. NHI courses are considered internal training for FHWA and consequently there is no charge for FHWA employees. FHWA employees should use the following procedure to attend NHI courses:

- i. Registration of FHWA employees to attend NHI courses is controlled by the FHWA Course Coordinator in the State/Division Office. The names of the coordinators are listed in the Learning and Development System (LADS) and NHI Website at [www.nhi.fhwa.dot.gov](http://www.nhi.fhwa.dot.gov). Registration in LADS for NHI courses will enable the FHWA Division Office training coordinator to forward the names of registered employees to the appropriate State Coordinator. **FHWA employees should enroll in NHI courses using LADS. Do NOT contact the Hosting State Coordinator directly.** Registration in LADS keeps the information current by showing the availability of training slots. Also, in those circumstances where slots are not available, LADS has the capability to maintain a waiting list and notify individuals when sessions are scheduled or slots are available.
- ii. Not later than three weeks prior to the starting date of the NHI course, the FHWA Course Coordinator in the State/Division Office in which the training is being presented, should inform the hosting organization of the final number of FHWA employees who will be attending. If the FHWA spaces are not filled within three weeks of the course starting date, the hosting organization may fill these spaces with other participants.

#### c. International Customers

NHI will arrange the participation of international customers in training courses in the United States.

### 3. Course Fees

NHI charges on the basis of the number of individual participants. Generally our course fees are based on \$200 per participant per day and include course materials for each participant. To assure that courses are not under-subscribed, a minimum number of paid participants (20) are required. Please note that no charges will be assessed to the hosting organizations for FHWA personnel attending NHI classes. We will continue to recover the full cost of delivery for international presentations. These will be handled on a case-by-case basis.

After a careful assessment of the projected delivery costs as compared to our current fee structure, we have no plans to increase fees in 2004.

Fees for distance learning courses vary from course to course. Please refer to the course information found in the NHI training course description.

Course Length	Per Person Fee
1 Day	\$ 200.00
1.5 Days	\$ 235.00
2 Days	\$ 270.00
2.5 Days	\$ 335.00
3 Days	\$ 400.00
3.5 Days	\$ 460.00
4 Days	\$ 530.00
4.5 Days	\$ 600.00
5 Days	\$ 650.00
10 Days	\$1,400.00

### 4. Payment

#### a. Domestic Customers

NHI will send an invoice to the hosting organization upon completion of the course. NHI accepts checks, money orders, and credit cards. Checks and money orders should be made payable to the *Federal Highway Administration/NHI*.

#### b. International Customers

NHI will fax an invoice to the individual or organization upon completion of the course. Cashiers' checks, international money orders, and credit cards are accepted forms of payment. Special arrangements will have to be made for wire transfers, and customers must ensure that they pay all related bank fees. All cashiers' checks and international money orders should be payable in U.S. dollars to the *Federal Highway Administration/NHI*.

#### c. Distance Learning Courses

NHI accepts checks, purchase orders and credit cards as payment for distance learning courses. If a purchase order is used, names must be submitted to Danielle Mathis-Lee before individual registration begins. FHWA employees may take distance learning courses free of charge. Follow the on-line screen instructions when registering via the URL [www.nhi.fhwa.dot.gov/registerdl.asp](http://www.nhi.fhwa.dot.gov/registerdl.asp). For additional information, please contact Danielle Mathis-Lee at (703) 235-0528, (703) 235-0577 (fax), or [danielle.mathis-lee@fhwa.dot.gov](mailto:danielle.mathis-lee@fhwa.dot.gov)

### 5. Course Cancellation Policy

A host of the NHI course must contact the NHI Training Coordinator to cancel a course. Cancellation is requested no later than seven days prior to the course start date to avoid incurring any fees, so NHI can assist with rescheduling the course. If the course materials have been sent, the host must return the materials to the FHWA Report Center.

### 6. Refunds

A refund may be obtained for a distance-learning course within 48 hours after a user has received a User-id and Password. Please submit an e-mail request for refund to Danielle Mathis-Lee at [danielle.mathis-lee@fhwa.dot.gov](mailto:danielle.mathis-lee@fhwa.dot.gov). Your reimbursement will be processed as quickly as possible. Credit card reimbursements should appear within two billing cycles. A credit to attend another NHI course will be issued if payment was made by check.

### 7. Participation

Potential hosts of NHI courses are encouraged to survey the training needs of entities outside their own organization while they determine their internal training needs. In some cases, the combined needs may be sufficient to warrant hosting a course for which there otherwise would not be enough interest to justify the expense. In cases where contractors are working for State agencies or on state projects, the inclusion of contractor and consultant participants in the course ensures these groups have access to the unique, state-of-the-practice training offered by NHI. By attending training together, both parties receive



the same training, benefit from the breadth of experience added to classroom discussions, and participants increase their understanding of each other's perspectives by working together on class exercises.

Course hosts may charge participants from outside their organizations a fee in order to recover all or part of the NHI course fee, plus other costs associated with hosting the course. Checks, money orders or other generally accepted forms of payment from individual course participants will be accepted as part of the course fee, so long as they are made payable to the *Federal Highway Administration/NHI*. Such payments may be forwarded to NHI as soon as they are received with the amount of the invoice reduced accordingly; or they can be held and submitted as part of the total payment upon invoice to the hosting organization.

As a course host, please be aware of the responsibility you have in accommodating individuals with disabilities. For specific information and requirements, please refer to the accessibility guidelines and standards provided by The Access Board. A summary of these guidelines can be found at [www.access-board.gov](http://www.access-board.gov).

## 8. CEUs and PDHs

The course descriptions include Continuing Education Units (CEUs) that will be awarded to course participants who successfully complete NHI courses. According to the International Association for Continuing Education and Training (IACET):

*One Continuing Education Unit (CEU) is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.*

The CEUs shown for the courses in our catalog have been established based on a typical course presentation with 6 hours of actual instruction time, i.e., 0.6 CEUs, per day. Adjustments to the course length to match local work hours or to accommodate increased/decreased emphasis on certain topics or for travel on field trips may affect the actual number of CEUs awarded. CEUs will be awarded only to those participants who are present for the full course. Each agency is encouraged to maintain its own records for CEUs awarded to their course participants.

Some states and organizations use Professional Development Hours (PDHs) to track training. The conversion of CEUs to PDH units is one CEU equals ten PDHs. As NHI does not award PDHs, each agency is encouraged to maintain its own records.

## 9. Local Coordinators' Checklist

Everyone has attended training sessions where the instructor could not find the chalk, or the eraser, or the light switch when it came time to show the slides; or the room was too hot or too cold; or there was not enough room for the number of participants scheduled for the course. Since there are many details to remember when preparing for and presenting a successful training course, we have compiled a few suggestions and reminders that will hopefully prevent last minute glitches. The following checklist provides a suggested step-by-step process for those who are setting up the training site. The checklist offers suggestions that will stimulate thinking about the physical facilities and what is needed to create an effective learning environment. The person assigned Local Coordinator responsibilities should review this checklist, and add to it as additional requirements arise.

## Checklist

### 1. Request for Training

Following the instructions on the form, send a Completed **On-Site Course Request Form** (FHWA 1530) to the NHI. Please furnish a copy to the local FHWA Division Office. Make sure that NHI has provided at least verbal approval of the requested dates.

### 2. Training Site

- Selection of a training room is critical to the success of the course. Great care should be taken to select a room that will not be overcrowded, too hot or too cold, or subject to outside distractions. The instructor should provide you with any unique requirements for the training facilities.
- Ensure that the training location you have selected can accommodate individuals with disabilities. For specific information and requirements, please refer to the accessibility guidelines and standards provided by The Access Board that can be found at [www.access-board.gov](http://www.access-board.gov).
- Reserve a training room for the duration of the course.
- Check to see if anyone else will be using the room for nighttime functions.
- Determine if books and equipment can be left in the room. Training courses, requiring special equipment or computers, must have after-hours security.
- Visit the classroom to make certain it meets all of the instructor's requirements.
- Other considerations for a training room:
  - ☐ Heat or air conditioning - find out if the instructor can control these.
  - ☐ Adequate size and shape. No poles or obstructions.
  - ☐ Special arrangements for demonstrations, labs, and experiments.
  - ☐ Seating arrangements.
  - ☐ Away from kitchen, construction area or other noise distractions.
  - ☐ Electrical outlets.
  - ☐ Lighting controls - Almost every training course uses visual aids that require a projection screen. It is important to have a room where lighting can be controlled to prevent glare on the screen while not placing the room in total darkness.
  - ☐ Adequate Ventilation
- Consider the following points for using visual aids:
  - ☐ Will shades completely darken all windows?
  - ☐ Can the lights be selectively dimmed when showing slides or viewgraphs?
  - ☐ Will overhead lights shine directly on the screen?
  - ☐ Can a bulb be removed above the screen or will the blackboard be too dark?

### 3. Participants and Instructors

- If needed, reserve a block of hotel/motel rooms for the course participants and instructors. Some hotels will provide a free meeting room if a minimum number of participants stay at the hotel.
- Participants and instructors should be:
  - ☐ Informed of course starting and ending times.
  - ☐ Advised on hotel accommodations and room rates, check-out times.
  - ☐ Furnished with maps.
  - ☐ Advised on parking arrangements.

### 4. Equipment Needs

- Nothing is more frustrating to the instructor and annoying to the participants than a slide projector that will not advance, a VCR that will not play, a computer that is not connected properly or other such disasters.
- The instructor should provide guidance on what equipment is needed, such as:

<input type="checkbox"/> Slide/Overhead projector with spare bulb and remote control extension	<input type="checkbox"/> Blackboard with chalk and eraser
<input type="checkbox"/> Blank transparencies	<input type="checkbox"/> Whiteboard with drymark pens and eraser
<input type="checkbox"/> Marking pens/markers in various colors	<input type="checkbox"/> Easel with flip chart paper
<input type="checkbox"/> Computers	<input type="checkbox"/> Pointer
<input type="checkbox"/> LCD projection equipment with cables	<input type="checkbox"/> Lectern
<input type="checkbox"/> Screen -- 6' x 6' or larger	<input type="checkbox"/> Public address system
<input type="checkbox"/> Videotape player	<input type="checkbox"/> Extension cords
	<input type="checkbox"/> Masking tape
- Check all equipment to ensure that it is working satisfactorily.

## Final Arrangements

### 1. Two Weeks Before The Course

- Make sure an approved copy of COURSE REQUEST AND CONFIRMATION (Form FHWA 1530) has been received. If not, call Danielle Mathis-Lee at (703) 235-0528.
- Check that all training materials have arrived.
  - ☐ Participant notebooks
  - ☐ Tent cards (large felt tip markers will be needed)
  - ☐ Evaluation forms
  - ☐ Class roster form
  - ☐ Certificates
- Other Checks:
  - ☐ Reconfirm the training facilities
  - ☐ Discuss the seating arrangements and who will set up the room
  - ☐ Discuss what time the room is unlocked/locked
  - ☐ Determine whether a technician is available in case of problems setting up the room or if something goes wrong during the course

### 2. One Week Before The Course

- Prepare directional signs to classroom
- Check the smoking policy
- No smoking in the classroom. Signs should be posted or written on the blackboard
- Find out where smoking areas are located
- Determine if snacks are available
- Identify where telephones are--both for participants to make outgoing calls and to receive incoming messages
- Pass out a list of eating places for lunch, along with a map
- Decide who will welcome the participants and introduce the instructors
- Special check out arrangements may be made to coincide with the course completion time
- Determine who will prepare the certificates of training and who will pass them out at the end of the course

### 3. One Day Before The Course

- Set up the classroom
- Organize the participant material
- Post directional signs
- Test all equipment

### 4. During The Course

- Let the instructor know who to contact if he/she needs assistance.
- Provide an accurate copy of the class participant roster to the instructor.
- Prepare certificates of training. The time needed to prepare them may be reduced and the appearance improved by using a computer with a graphics program and a laser printer.
- Check with the instructor at least once a day to resolve any problems.

### 5. After The Course

Make certain the instructor has the class roster, course evaluation forms, and participant evaluation forms (if applicable). The instructor is responsible for sending these items to NHI.

We hope these suggestions make the job of coordinating NHI courses easier and maximize training benefits.





## NATIONAL HIGHWAY INSTITUTE ON-SITE COURSE REQUEST



Fax this Form to Danielle Mathis-Lee at (703) 235-0577

### Section A - COURSE REQUEST

#### 1. Course Information

Course Number  Course Title   
Length  (days) Fee \$  ☐ Per Participant ☐ Per Course Number of seats for public:

#### 2. Training Location

City  State

3. Requested Date

Alternate Dates

4. Hosting Agency

#### 5. Local Coordinator

Name   
Street   
City  State  Zip   
Phone  Fax   
Email

#### 6. Shipping Address for Materials

*(Please list Street Addresses only)*

Name   
Street   
City  State  Zip   
Phone

#### 7. Billing Address

Name   
Street   
City  State  Zip   
Phone  Fax   
Email

#### 8. Requesting Official *(if different from Local Coordinator)*

Name   
Title   
Phone  Fax   
Email   
Signature \_\_\_\_\_ Date \_\_\_\_\_

**X**

### Section B - CONFIRMATION

1. Confirmed Course Date

2. Contractor

#### 3. Instructor

Name   
Email

Phone  Fax

#### 4. NHI Training Program Manager

Name   
Email   
Phone  Fax (703) 235-0593

#### 5. Authorizing Official

Name Danielle Mathis-Lee  
Email danielle.mathis-lee@fhwa.dot.gov  
Phone (703) 235-0528 Fax (703) 235-0577

Signature \_\_\_\_\_ Date \_\_\_\_\_

**X**

SPECIAL NOTE: The course material will be shipped directly to the local coordinator unless we are requested to do otherwise. The local coordinator should use the packing list enclosed with each shipment to inventory the material immediately upon receipt. If the course material has not arrived 2 weeks prior to the scheduled presentation or if there are any questions on the arrangements, the local coordinator should contact the NHI Training Program Manager listed in Section B.

